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HILL AIR FORCE BASE**

HILL AFB INSTRUCTION 48-106

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Aerospace Medicine

**HILL AIR FORCE BASE HAZARD
COMMUNICATION PROGRAM**



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This Instruction implements Air Force Policy Directive (AFPD) 48-1, *Aerospace Medicine Enterprise*, and Air Force Instruction (AFI) 48-101, *Aerospace Medicine Operations*, and satisfies the requirements for a workplace program specified in AFI 90-821, *Hazard Communication*. It applies to all civilian and military employees at Hill Air Force Base (AFB), tenant organizations, the Utah Test and Training Range, and the Little Mountain Test Annex who handle or use hazardous materials. This instruction is consistent with AFI 90-821 and Department of Labor Occupational Safety and Health Administration (OSHA) Standard 29 Code Federal Regulation (CFR) 1910.1200, *Hazard Communication Standard*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by [set forth the legal authority such as the federal statute, executive order, or regulation]. The applicable Privacy Act System of Records Notice (SORN) DHA 19, Defense Occupational and Environmental Health Readiness System – Industrial Hygiene (DOEHRS-IH) 10 U.S.C. 133, 10 U.S.C. 136, 10 U.S.C. Chapter 55, 29 U.S.C. 651, DoDD 4715.1E, DoDI 6055.1, DoDI 6055.05, DoDI 6055.17, DoDI 6200.03, E.O. 9397 (SSN), as amended is available at <http://privacy.defense.gov/notices/usaf>. Refer recommended changes and questions about this publication to the office of primary responsibility using AF Form 847, *Recommendation for Change of Publication*. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

Changes include placing primary responsibility for Hazard Communication (HAZCOM) training and worker awareness on the work area/shop supervisor and clarification of supporting training and technical consultation roles. References to specific occupational health and material tracking systems have been changed. Additional OSHA labeling is required for hazardous materials dispensed into smaller containers through the Dispensing Facility or on the shop floor. Material Safety Data Sheet (MSDS) is replaced with Safety Data Sheet (SDS) in compliance with the 25 May 2012 updates to 29 CFR 1910.1200 to align with the UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS). Hill AFB specific SDS retrieval procedures are added at Attachment 2 and OSHA labeling requirements at Attachment 3. This instruction also provides updates to organizational office symbols.

1. Policies.

1.1. The 75 ABW/CC will establish a cross-functional HAZCOM Working Group to monitor base compliance with all aspects of the Hazard Communication Program. This group will be responsible for issuing base policies regarding labeling, supervisor and worker training, funding requirements, SDS access, etcetera. At a minimum, this group will include representatives from base Safety, Bioenvironmental Engineering, Fire Protection, OO-ALC Safety, Hazardous Material Management Program Manager, Union, and Voluntary Protection Program (VPP).

1.2. The Bioenvironmental Engineering (BE) Flight (75 AMDS/SGPB) will maintain the SDS hard copy master file containing an MSDS or SDS for hazardous materials used at Hill AFB. They will also maintain access to the Department of Defense (DoD) Hazardous Material Information Resource System (HMIRS) and Enterprise Environmental Safety and Occupational Health-Management Information System (EESOH-MIS).

1.3. Worker access to SDSs will be by electronic means whenever possible. Shops desiring to keep hard copy SDSs in the workplace will submit a written plan showing how they will acquire and maintain their SDSs to 75 AMDS/SGPB for approval. A copy of this instruction, the work area hazardous material inventory, and the site-specific workplace training plan will be maintained in each work area's Supervisor Safety Workbook, HAZCOM binder, or electronically. Workers must be trained on accessing the SDS electronic search engine and given computer access to do so without going through a supervisor or a coworker. Supervisors must ensure workers know how to read and interpret container labels (Attachment 3), access an SDS (Attachment 2), and locate right-to-know information if the computer system is not available.

1.4. All hazardous materials used on Hill AFB, the Utah Test and Training Range, and the Little Mountain Test Annex will be obtained in accordance with procedures outlined in AFI 32-7086 HILLAFBSUP, *Hazardous Materiel Management*. Any materials brought on base by contractor personnel for use during the contract will be coordinated with the Hazardous Material Management Program (HMMP).

1.5. Supervisors will ensure they train all workers on the hazardous materials they use in their work area at the time of initial assignment, whenever a new chemical is introduced to the work area, and annually (Workplace-Specific HAZCOM Training, TSS 702). The Work Area Specific Hazard Training Plan will be reviewed and approved by BE, Public Health,

Safety, and Fire Protection for technical accuracy and completeness prior to implementation in the work area/shop. Contract supervisors and contractors shall be trained according to their specific contract provisions.

1.6. The base Chemical Laboratory Branch (809 MXSS/MXDE) and other laboratories will follow the hazard communication guidance in AFOSH Standard 48-22, *Occupational Exposure to Hazardous Chemicals in Laboratories*. All hazardous materials used will be obtained through the HMMP as outlined in Paragraph 1.4. Laboratory type shops such as the base Chemical Lab or Propellant Lab who make solutions for other organizations (other than just adding water to a solid) will develop and provide SDSs for hazardous materials they mix or produce. These SDSs will be provided to the HMMP for stock number assignment and inclusion in the EESOH-MIS HM tracking system.

1.7. Privacy act information collected from workers will be protected in accordance with AFI 33-332, *Air Force Privacy Act*

2. Responsibilities.

2.1. Squadron/Unit Commanders will:

2.1.1. Provide a safe and healthful work environment and ensure all assigned personnel are familiar with the chemical hazards within the work area/shop, recognize symptoms of exposure, understand appropriate ways to manage risks associated with those hazardous materials, and provide the resources to maintain an effective HAZCOM program within work area/shops under their control.

2.1.2. Ensure all industrial workplace supervisors are provided supervisor Hazard Communication Training, TSS 701, upon initial assignment and at least every three years. This training will be annotated on the supervisor's AF Form 55, *Employee Safety and Health Record* or equivalent.

2.1.3. Ensure all workers are provided access to their hazard communication information. The location of the information or the computer to be used for internet access will be briefed as part of the worker's annual safety training and to new employees during their workplace-specific training HAZCOM training, TSS 702. As part of this training, workers should be informed of what to do in case of a spill or chemical release in their work area.

2.1.4. Ensure that all new materials brought on base, including materials to be used for demonstration, test, or evaluation are authorized through the HMMP. The SDS for the material will be input to the designated hazardous material issue system (EESOH-MIS HM) and a tracking label created for each container of hazardous material.

2.1.5. Ensure all contracts that require hazardous material use follow the requirements in Paragraph 2.8.

2.1.6. Ensure that all hazardous materials are issued to administrative or production processes via EESOH-MIS.

2.1.7. Track training compliance, findings, and corrections using the HAF Shop Level Occupational Health self-inspection checklists in accordance with AFI 90-803, *Environmental, Safety, and Occupational Health Compliance Assessment and Management Program* and AFI 90-201, *Air Force Inspection System*.

2.2. Work Area Supervisors.

2.2.1. Ensure workers are provided general and work area specific HAZCOM training, TSS 702, prior to potential exposure to hazardous materials, when new hazardous materials are introduced in the work area, and at least annually thereafter. This training must include hazards generated by work area processes such as carbon monoxide from vehicle operation in enclosed spaces, by-products from welding operations, and dust from sanding operations as well as the hazards of the actual chemicals used. The training must include the elements listed in AFI 90-821, Paragraph 3.1. Training will be documented on the employee's AF Form 55 or equivalent.

2.2.2. Provide site-specific HAZCOM training information regarding how to read and interpret container labels (Attachment 3) and where SDS information can be obtained (Attachment 2). SDSs will be accessed electronically whenever possible. Briefings will include where in the workplace a worker can access SDSs electronically and what procedures to follow if electronic access is not possible due to power outages, computer problems, etcetera. SDSs can also be obtained from 75 AMDS/SGPB through the work area Hazardous Material Distribution Support Center (HDSC) or directly from the internet. When electronic access is not possible in the work area, contact 75 AMDS/SGPB either by phone (777-4551), in person (Building. 249), or by contacting the Command Post (75 ABW/CP, 777-3007) during off-duty hours. Specific information contained in a SDS can be discussed with 75 AMDS/SGPB personnel. Requests for SDSs or information regarding an SDS after normal duty hours (16300630, Monday through Friday, Saturday, Sunday, and holidays) will be directed to the Command Post, 777- 3007, requesting the 75 AMDS/SGPB representative be contacted.

2.2.3. Ensure workers using EESOH-MIS are trained by the HMMP and that training is documented (TSS 2583).

2.2.4. Maintain a current workplace hazardous material inventory for each Potential Exposure Group (PEG). As a minimum, the hazardous materials inventory will include the name of each hazardous material as it appears on the SDS. The inventory may be compiled and maintained using EESOH-MIS HM and/or the OO-ALC HAZCOM electronic management system. 75 AMDS/SGPB can provide technical assistance. 75 AMDS/SGPB will review this inventory in conjunction with routine work area assessments.

2.2.5. Maintain a list of all nonroutine tasks performed in the work area involving the use of hazardous materials. Ensure workers review the procedures and receive training on the hazards and controls of these nonroutine tasks and the specific hazardous materials used prior to the performance of the task as part of workplace-specific HAZCOM training (TSS 702). Examples of nonroutine tasks include painting floors, filter or media change out, emptying or recharging solvent tanks, self-help carpet tile installation, and similar tasks.

2.2.6. Ensure all "original" hazardous material containers are labeled with a manufacturer's label and an EESOH-MIS HM tracking label that identifies the material. Ensure products transferred into smaller containers by the pour-down facility have two labels: the yellow EESOH-MIS tracking label and the Hill AFB Hazard Material Label. Chemicals transferred by an employee from the original container into an immediate-use

container require no labeling; however, the employee must maintain positive control of the container, the container must be utilized by that employee and consumed by the end of shift. If a transferred material is stored beyond the work shift or could be used by another employee, then it must be labeled with the Hill AFB Hazard Material Label. Stationary process tanks and piping will be labeled according to 29 CFR 1910.1200. It is encouraged that tank labels be referenced to SDSs for additional information.

2.2.7. Gaining supervisors will provide 75 AMDS/SGPB the names, last four digits of social security numbers, and start dates of any new workers in each PEG within 30 days of new personnel assignment. This information will be collected and maintained in accordance with AFI 33-332, *Air Force Privacy Act*.

2.2.8. Supervisors and employees who handle, use, or are potentially exposed to hazardous materials in the course of official Air Force duties must be provided training on the AF HAZCOM program, including training to address work area specific hazards prior to the use of hazardous chemicals (TSS 700, 701, 702, 3435, etc.), reference Table 1.1. Supervisors will ensure the site-specific hazard training plan, used to provide TSS 702 to workplace employees, is reviewed and approved by BE, Public Health, Safety and Fire Protection prior to implementation in the work area. This plan must include all of the elements listed in AFI 90-821, Paragraph 3.1, and this instruction. Contract supervisors and contractors shall be trained according to their specific contract provisions.

Table 1.1. HAZCOM Training Requirements

Training Course	Audience	Frequency
TSS 700, HAZCOM training	All employees	At initial employment
TSS 701, Supervisor HAZCOM training	Supervisors of industrial workplaces	Initial and at least every 3 years
TSS 702, Workplace specific HAZCOM training	Employees of industrial workplaces	Initial, when new chemicals are introduced, and annually
TSS 3435, HAFB Hazardous Chemical Labeling and SDS Retrieval	All industrial employees	Annually

2.2.9. Track training compliance, findings, and corrections using the HAF Shop Level Occupational Health self-inspection checklists in accordance with AFI 90-803, *Environmental, Safety, and Occupational Health Compliance Assessment and Management Program* and AFI 90-201, *The Air Force Inspection System*.

2.3. Employees.

2.3.1. Ensure hazardous materials are not handled until provided appropriate work area specific HAZCOM training (TSS 702).

2.3.2. Ensure manufacturer labels on hazardous material containers are not defaced or removed. Ensure EESOH-MIS yellow tracking labels are affixed to containers prior to issue from the HDSC. The EESOH-MIS label and Hill AFB Hazardous Materials Label must be replaced if they become unreadable or missing. The HDSC can assist in label replacement.

2.3.3. Store used hazardous materials in accordance with local instructions. Ensure all containers of Hazardous Material (HM) are closed when not in use.

2.3.4. Ensure hazardous materials are used only in the processes for which they have been approved and issued.

2.3.5. Ensure they can demonstrate how to access an SDS and are aware of how the information provided relates to the specific tasks they perform.

2.4. Bioenvironmental Engineering Flight (75 AMDS/SGPB).

2.4.1. Maintain the base master file of hard copy SDSs. Maintain access to the DoD HMIRS and EESOH-MIS. Review SDS information with employees when requested. Provide copies of SDSs to workers upon request during and after duty hours.

2.4.2. Evaluate compliance with the HAZCOM program during workplace assessments. Inform work area supervisors of findings and assist in correction of deficiencies.

2.4.3. Review/approve site-specific HAZCOM training plans when provided by supervisors.

2.4.4. Work with the Contracting Directorate (OO-ALC/PK), project managers, and engineers to ensure appropriate clauses are placed in contracts and enforced to have contractors provide hazardous material information in accordance with AFI 32-7086 HILLAFBSUP prior to bringing the materials on base. This will include information regarding the disposition of unused materials. 75 AMDS/SGPB will advise the contracting office on hazard communication upon request to help ensure all contracts include hazardous material identification and data requirements.

2.4.5. Review and assign GHS pictograms and other health information for Hill AFB Hazardous Materials Labels.

2.4.6. Provide support to the HMCP in accordance with AFI 32-7086.

2.5. Public Health (75 AMDS/SGPM).

2.5.1. Act as the point-of-contact for occupational health education and provide consultation on training and technical matters to work area supervisors on the Air Force HAZCOM program.

2.5.2. Inform 75 AMDS/SGPB of any HAZCOM discrepancies identified during inspections.

2.5.3. Review/approve site-specific HAZCOM training plans when provided by supervisors.

2.6. Fire Protection (775 CES/CEF).

2.6.1. Provide technical expertise to work area/shop supervisors on potential fire hazards and make recommendations regarding fire prevention controls, spill management, storage, and handling to minimize or eliminate potential fire and explosion hazards.

2.6.2. Inform 75 AMDS/SGPB of any HAZCOM discrepancies identified during inspections.

2.6.3. Review/approve site-specific HAZCOM training plans when requested by supervisors.

2.7. Safety (75 ABW/SEG, OO-ALC/SE, and other unit safety offices).

2.7.1. Inform 75 AMDS/SGPB of any HAZCOM discrepancies identified during inspections.

2.7.2. Provide technical assistance for HAZCOM training.

2.7.3. Review/approve site-specific HAZCOM training plans when requested by supervisors.

2.8. Contracting Activities.

2.8.1. Include Federal Acquisition Regulation (FAR) 52.223-3, *Hazardous Material Identification and Material Safety Data*, or subsequently adopted equivalent provision, in all contracts where a hazardous material is being procured or used on the installation. Forward SDSs received within one week of receipt to 75 AMDS/SGPB and 75 CES/CENE (HMMP) for inclusion in the base master file and EESOH-MIS HM.

2.8.2. Conduct a pre-performance conference to advise contractors of the hazardous chemicals used in Air Force operations their employees may encounter during the contract. Provide contractors information on hazards and AF protective measures identified, where and how relevant SDS information is available, and information on the Hill AFB hazardous materials labeling system.

2.8.3. At the pre-performance conference and subsequently during the contract performance period, the quality assurance evaluator will advise work area supervisors and Air Force employees monitoring the performance of contractors of any hazardous chemicals introduced by the contractor.

2.8.4. Establish and maintain a mechanism for coordinating contracts that involve supplying hazardous materials as a portion of the contract through the HMMP. For example, the procurement of a steam cleaner and the cleaning solvent requires HMMP approval of the solvent to be delivered.

2.9. Supply (75 LRS) and HDSC.

2.9.1. Order (except for contractors), create inventory, and issue all hazardous materials through EESOH-MIS in accordance with AFI 32-7086.

2.9.2. Avoid covering any information on the original manufacturer product label with EESOH-MIS tracking labels. If the tracking label is too large for the container, the container can be placed in a bag labeled with the tracking label or a tag can be attached with the tracking label.

2.9.3. Ensure workers using EESOH-MIS are trained by the HMMP and that training is documented (TSS 2583, Basic EESOH-MIS Users Course).

2.9.4. Complete Government Purchasing Card (GPC) approvals for hazardous materials through the designated hazardous materials issue and tracking data system (EESOH-MIS HM).

2.9.5. Provide replacement labels for hazardous materials when the label comes off or becomes unreadable.

2.9.6. Provide copies of SDSs to workers when requested.

2.10. Hazardous Material Warehouse and Central Receiving Functions.

2.10.1. Verify containers of hazardous materials received are identified and properly labeled according to 29 CFR 1910.1200 upon receipt and prior to transfer to the using organization. Issue a Reports of Deficiency (ROD) for material not properly labeled.

2.10.2. Enter batch lot, date of manufacture, expiration date, and other required information into EESOH-MIS and produce tracking labels for materials received.

2.10.3. Forward copies of SDSs received with materials to the 75 AMDS/SGPB through the Hazardous Material Cell (HMC).

2.10.4. Work with the HMMP to ensure the integrity of the hazardous material tracking data in EESOH-MIS HM.

2.11. HMMP (75 CES/CENE).

2.11.1. Ensure that SDSs are included in EESOH-MIS and provided to 75 AMDS/SGPB for any hazardous material purchases or updates. Do not allow the purchase of any hazardous material without an approved SDS.

2.11.2. Provide training (TSS 2583) to anyone using EESOH-MIS. Training will be tracked by the HMMP and in TSS or equivalent.

2.11.3. Work with 75 AMDS/SGPB, 75 LRS, and OO-ALC/PK to ensure the data in EESOH-MIS is accurate by review of new data, audits of HDSC inventory, other inspections to determine if materials have been issued to the correct processes, and review of contracts to determine if materials ordered have approved SDSs.

2.11.4. Coordinate with GPC points-of-contact to ensure the integrity and compliance of hazardous materials purchases via the GPC program.

KATHRYN L. KOLBE, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Department of Labor OSHA Standard 29 CFR 1910.1200, *Hazard Communication Standard*, 25 May 2012

AFI 33-332, *Air Force Privacy Act*, 29 Jan 2004 AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFPD 48-1, *Aerospace Medical Enterprise*, 23 Aug 2011

AFI 48-101, *Aerospace Medical Operations*, 19 Aug 2005

AFOSH Standard 48-22, *Occupational Exposure to Hazardous Chemicals in Laboratories*, 21 March 1994

AFI 90-201, *The Air Force Inspection System*

AFI 90-803, *Environmental, Safety, and Occupational Health Compliance Assessment and Management Program*

AFI 90-821, *Hazard Communication*, 27 Jan 2014

FAR clause 52.223-3, *Hazardous Material Identification and Material Safety Data*, Jan 1997

Fed STD 313, *Material Safety Data, Transportation Data, and Disposal Data for Hazardous Materials Furnished to Government Activities*, 21 March 2000

Adopted Forms

AF Form 55, *Employee Safety and Health Record*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFOSH—Air Force Occupational Safety Health

AFPD—Air Force Policy Directive

AFI—Air Force Instruction

AFB—Air Force Base

AFRIMS—Air Force Records Information Management System

BE—Bioenvironmental Engineering

CAMS—Core Automated Maintenance System

CFR—Code Federal Regulation

DoD—Department of Defense

EESOH—MIS HM - Enterprise Environmental Safety and Occupational Health Management Information System for Hazardous Materials

EPC—Environmental Protection Committee
ESOHC—Environmental, Safety and Occupational Health Council
FAR—Federal Acquisition Regulation
HAF—Headquarters Air Force
HAZCOM—Hazard Communication
HDSC—Hazardous Material Distribution Support Center
HMC—Hazardous Material Cell
HMIRS—Hazardous Material Information Resource System
HMIS—Hazardous Material Information System
HMMP—Hazardous Material Management Program
IHMMP—Installation Hazardous Material Management Program
MSDS—Material Safety Data Sheet
OEH—MIS - Occupational Environmental Health Management Information System
OO—ALC/PK - Contracting Directorate
OSHA—Occupational Safety and Health Administration
PEG—Potential Exposure Group
RDS—Records Disposition Schedule
ROD—Report of Deficiency
SDS—Safety Data Sheet
SORN—System of Record Notice
VPP—Voluntary Protection Program
75 ABW/SEG—Ground Safety
75 ABW/CP—Command Post
75 AMDS/SGPB—Bioenvironmental Engineering Flight
75 AMDS/SGPM—Public Health Flight
75 CEG/CEN—Environmental Management Division
775 CES/CEF—Fire Protection
75 LRS—75 Logistics Readiness Squadron, Supply
809 MXSS/MXDEA—Chemical Laboratory Branch

Terms

Day—Use Container – A pour-down container designed to be used by any authorized person and kept for more than one shift. Day-use containers must have both a Hill AFB Hazardous Materials Label and EESOH-MIS HM tracking label.

Hazardous Material— Any material used in a work area that could potentially cause a physical or health hazard to the worker. These materials include but are not limited to paints, solvents, cleaners, adhesives, sealants, oils, greases, and fuels. Specific definitions can be found in Federal Standard 313D, *Material Safety Data, Transportation Data, and Disposal Data for Hazardous Materials Furnished to Government Activities* and 29 CFR 1910.1200.

Hazardous Material Cell (HMC)— Central location where all hazardous material requests are processed in accordance with AFI 32-7086, *Hazardous Materials Management*. It is managed by 75 CEG/CEV and consists of environmental and supply personnel.

HMMP Team— Hazardous Material Management Program Team composition will be determined at Hill AFB by the Environmental Protection Committee (EPC) or Environmental, Safety and Occupational Health Council (ESOHC). The team is responsible for providing oversight for the Installation Hazardous Material Management Program (IHMP) and developing efficient hazardous material management plans.

Health Hazard— Materials that are known or suspect carcinogens, toxic, reproductive toxins, irritants, corrosives, sensitizers, or cause damage to bodily systems.

Immediate—Use Portable Container – Hazardous materials that are transferred from labeled containers which are intended only for the immediate use of the employee who performs the transfer and only within the work shift in which it was transferred. Contents of the container must be used, disposed, or returned to the original container at the end of the shift. The employee that performs transfer must maintain positive control of the material at all times.

Nonroutine Tasks— Tasks included within a work area's normal activities, but performed infrequently; for example, cleaning a solvent tank and changing the solvent or cleaning up small spills. Tasks outside a normal work area's activities, such as painting floors and self-help projects that utilize hazardous materials; for example, carpet adhesive.

Physical Hazard— Materials that are combustible liquids, compressed gases, organic peroxides, oxidizers, explosive, flammable, pyrophoric, and unstable or water reactive.

Potential Exposure Group (PEG)— A division of work areas made by the 75 AMDS/SGPB based on the potential for common workplace physical and chemical exposures. PEG numbers are provided to the supervisor and workers in the BE survey letter.

Supervisor Safety Workbook— Collection of worker health and safety information for a specific work area (PEG). Tabs and information are specified by 75 ABW/SEG, Ground Safety. This workbook consolidates health and safety information in one area; any hazard communication information kept separately can be stored in this workbook.

Attachment 2

HILL AFB SDS RETRIEVAL PROCEDURES

A2.1. OSHA Requirements.

A2.1.1. OSHA, 29 CFR 1910.1200 (g) states, “the employer shall ensure that in all cases a Material Safety Data Sheets (MSDS) or Safety Data Sheet (SDS) is provided for each hazardous chemical and is readily accessible during each work shift to employees when they are in their work area(s).”

A2.1.2. Workers are required to have basic knowledge of the hazardous materials they work with. A worker needs to know what protective equipment is required for using the material, basic hazards of the material (corrosive, carcinogen, etc.), how to know if they are overexposed, and what to do in an emergency. Workers also are required to have access to SDSs for the materials they use.

A2.1.3. A very important component of hazardous material use is that the worker be able to provide basic emergency information to a physician or emergency responder. A worker or coworker should be able to provide a basic name of the material; whether it is a solvent, corrosive, paint, etc. to allow for emergency medical care. Most SDSs indicate moving an injured worker to fresh air and flush affected areas with copious amounts of water.

A2.1.4. Supervisors are responsible to ensure their workers know the hazards of the materials used in the workplace. The SDS is a tool to be used in addition to job safety analyses, Bioenvironmental Engineering Survey reports, process orders, technical orders, etcetera. Questions regarding SDSs, the information they contain, and the specific materials being used can be directed to Bioenvironmental Engineering, 801-777-4551, Building 249.

A2.2. SDS Access Procedures. In order to meet the spirit and intent of OSHA requirements, the following procedures will be used to access an SDS:

A2.2.1. Option 1. Utilizes the SDS Search Engine located at: <https://cev.hill.af.mil/msds> . A “Print SDS” icon should also be available on all desktops. The SDS Search Engine for OO-ALC is available as a link on the OO-ALC’s HAZCOM electronic management system from the “Get SDS” icon on the left panel of the home page. The HAZCOM system should be on all OO-ALC desktops and is located at the following link: <https://wbhill04.hill.afmc.ds.af.mil/hazcom> .

A2.2.2. Option 2. If Option 1 does not produce results, immediately contact your servicing hazardous material issue point (HAZMART, MIC, etc.) for assistance. Hazardous material issue point operators have EESOH-MIS accounts and can assess EESOH-MIS HM to obtain the SDS on your behalf. If possible, provide the EESOH-MIS HM label or the container number to the hazardous material issue point as this will speed up the process of retrieving the SDS.

A2.3. Option 3. If the above options do not produce results, SDSs can be obtained from 75 AMDS/SGPB, either by phone at 801-777-4551, in person, or by contacting the Command Post (75 ABW/CP, 777-3007) during off-duty hours (1630-0630 Monday through Friday, Saturday, Sunday, and holidays) and requesting the 75 AMDS/SGPB representative be contacted. SGPB maintains hard copies of SDSs and has access to the DoD SDS system called HMIRS.

Attachment 3**HILL AFB HAZARDOUS MATERIAL LABELING REQUIREMENTS****A3.1. Types/Definitions of Containers.**

A3.1.1. Original Manufacturer's Containers. Containers typically received into the Hazmart from Central Receiving (DLA Building 915) or directly from a vendor or product manufacturer where the original manufacturer's labeling is attached.

A3.1.2. Pour-down Facility Containers. Containers poured down into smaller containers by the OO-ALC pour-down facility.

A3.1.3. Shop Day-use Containers. Containers poured down from the original issued labeled container into smaller containers by shop personnel for his/her use and kept/stored beyond the normal work shift and/or could potentially be used by other personnel.

A3.1.4. Immediate-Use, Portable Containers. Hazardous materials that are transferred from labeled containers are intended only for the immediate use of the employee who perform the transfer and only within the work shift in which it was transferred. Contents of the container must be used, disposed, or returned to the original container at the end of the shift.

A3.2. Required Labeling (OSHA 29 CFR 1910. 1200).

A3.2.1. Original Manufacturer's Containers. Ensure all containers are labeled with a manufacturer's label which displays identity of hazardous chemical, appropriate hazard warnings, and name/address of the manufacturer.

A3.2.2. Ensure a yellow EESOH-MIS HM tracking label is affixed to the container and includes the identity of the hazardous chemical, container number or barcode is discernible, and shelf-life expiration date can be determined. See Figure A3.1 below:

Figure A3.1. Example EESOH-MIS HM Tracking Label



A3.2.3. When using pour-down facility containers, ensure a yellow EESOH-MIS HM tracking label is affixed to the container and identity of the hazardous chemical is present, container number, SDS and barcode number are discernible, and shelf life expiration date can be determined.

A3.2.4. The tracking label must display warnings to ensure at least general information regarding the hazards of the chemical (Figure A3.1).

A3.2.5. Ensure a Hill AFB Hazardous Material Label (Figure A3.2) is affixed to the shop day-use container. This label includes identity of the hazardous chemical and displays at least general information regarding the hazards of the chemical.

Figure A3.2. Example Hill AFB GHS Hazardous Material Label

A3.2.6. Immediate-use Portable Containers do not require labels as long as the chemical is transferred from a labeled container, is under control of and used only by the person who transfers it from a labeled container, and only within the work shift in which it is transferred. The remaining substance in this type of container must either be transferred back into its original labeled container or properly disposed of. **Note:** If immediate-use portable containers are kept beyond the normal work shift or could potentially be used by another worker, the container must meet requirements listed in Paragraph A3.2.5 above, Required Labeling (OSHA 29 CFR 1910.1200), Day-use Containers.

A3.2.7. Hill AFB Hazardous Material Label (Rainbow Label, Figure A3.2) serves to classify, through GHS pictograms, signal words, precautionary statements, and chemicals for easy recognition.

A3.2.8. The pictograms represent different hazard classes: explosives, flammable liquids, oxidizing liquids, compressed gas, corrosive metals, acute toxicity, skin corrosives, skin irritants, and chronic health hazards. The signal word options are DANGER or WARNING. DANGER is defined as severe or potentially lethal hazard and WARNING represents a less severe hazard.